

The Washington State BEACH Program Data Collection Website

*How to create a
Secure Access Washington Account*



Questions?

Call Jessica Bennett at 360-407-6159

BEACH Cell: 360-480-4868

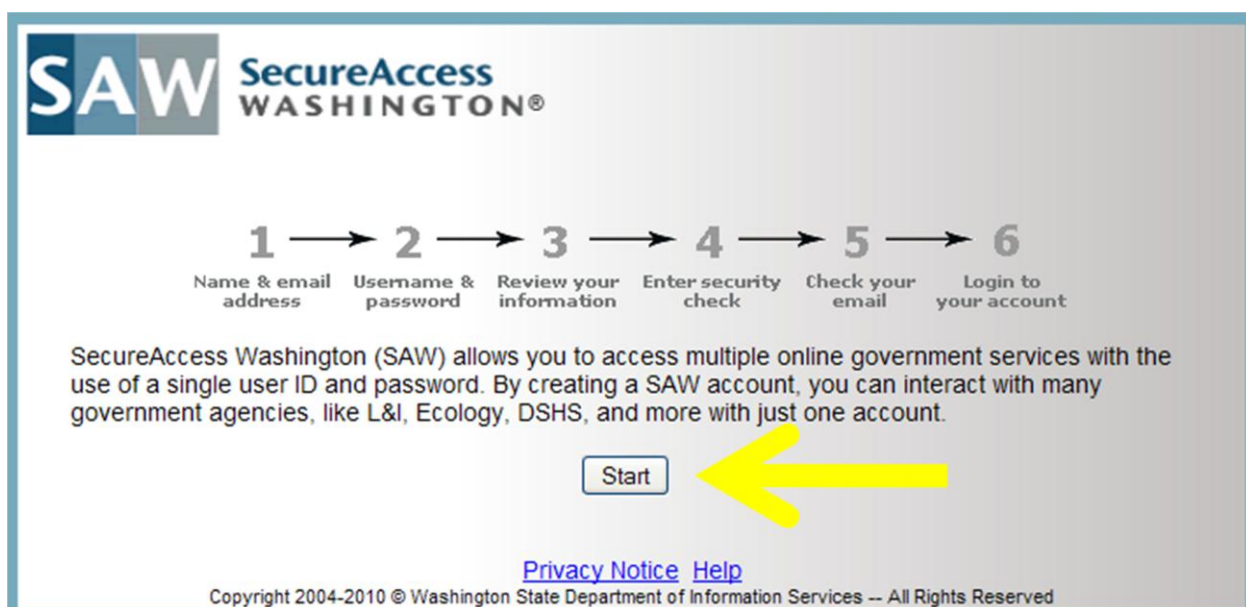


1. Go to <http://secureaccess.wa.gov/> or just Google "Secure Access Washington".



The image shows the SecureAccess Washington login page. At the top left is the SAW logo. The main heading is "Login to your SecureAccess Washington Account". Below this are two input fields: "User ID:" and "Password:". A "login" button is positioned below the password field. A large yellow arrow points to the "Create one" link. Below the login fields, the text "Do not have an account? [Create one](#)" is displayed. Further down are four links: "Forgot your User ID?", "Forgot your password?", "Haven't received activation email?", and "Activate your account". At the bottom left are links for "Privacy Notice" and "Help". The footer contains the copyright notice: "Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved".

2. Click on "Create one" link.



The image shows the account creation process for SecureAccess Washington. At the top left is the SAW logo. Below the logo is a horizontal sequence of six steps, each with a number and an arrow pointing to the next step: 1 → 2 → 3 → 4 → 5 → 6. The steps are labeled as follows: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Below the steps, a paragraph explains that SecureAccess Washington (SAW) allows users to access multiple online government services with a single user ID and password. A large yellow arrow points to the "Start" button. At the bottom left are links for "Privacy Notice" and "Help". The footer contains the copyright notice: "Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved".

3. Click on the “Start” button.

The screenshot shows the SecureAccess WASHINGTON registration interface. At the top left is the logo with 'SAW' in a blue box and 'SecureAccess WASHINGTON®' in text. Below the logo is a horizontal sequence of six numbered steps connected by arrows: 1 (Name & email address), 2 (Username & password), 3 (Review your information), 4 (Enter security check), 5 (Check your email), and 6 (Login to your account). Step 1 is highlighted in blue. Below the steps, the heading 'Enter your personal information:' is followed by five input fields: 'Name', 'E-Mail Address', 'Confirm E-Mail', 'Secret Question' (a dropdown menu currently showing '---select a question---'), and 'Question Answer'. At the bottom right of the form area are two buttons: 'Previous' and 'Next'. Below the buttons are two links: 'Privacy Notice' and 'Help'. At the very bottom, a copyright notice reads: 'Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved'.

1 → 2 → 3 → 4 → 5 → 6
Name & email address Username & password Review your information Enter security check Check your email Login to your account

Enter your personal information:

Name

E-Mail Address

Confirm E-Mail

Secret Question ---select a question---

Question Answer

[Privacy Notice](#) [Help](#)

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4. Fill in your personal information. The secret question is not case sensitive. You will need to provide your email address to verify the account and to receive a new password if you ever forget. Choose the “Next” button.



Create a user ID and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**.

User ID

Password

Confirm Password

Requirements for a secure password:

Choose a password with:

- at least 8 characters
- a number
- either upper or lower case letters
- at least one special character like \$ @ ! *
- no user ID in it

[Previous](#)

[Next](#)

[Privacy Notice](#) [Help](#)

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5. Please make your User ID as Firstname_Lastname. Create a password.



Review Information:

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**

Name: Jessica Bennett

E-Mail Address: jebe461@ecy.wa.gov

User ID: Jessica_Bennett

Password:

Secret Question: By what nickname did your friends call you when you were a child?

Answer: JJ the jetplane

Go back to the previous page to make changes.

Continue to the next page if the information is correct.

You may want to [PRINT](#) this page for your records.

[Previous](#)

[Next](#)

[Privacy Notice](#) [Help](#)

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6. Review to ensure accuracy and then print or save a screenshot of your information.



Please enter the security code (Not case-sensitive):

The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: ([Click here if you cannot read the code](#))

Previous

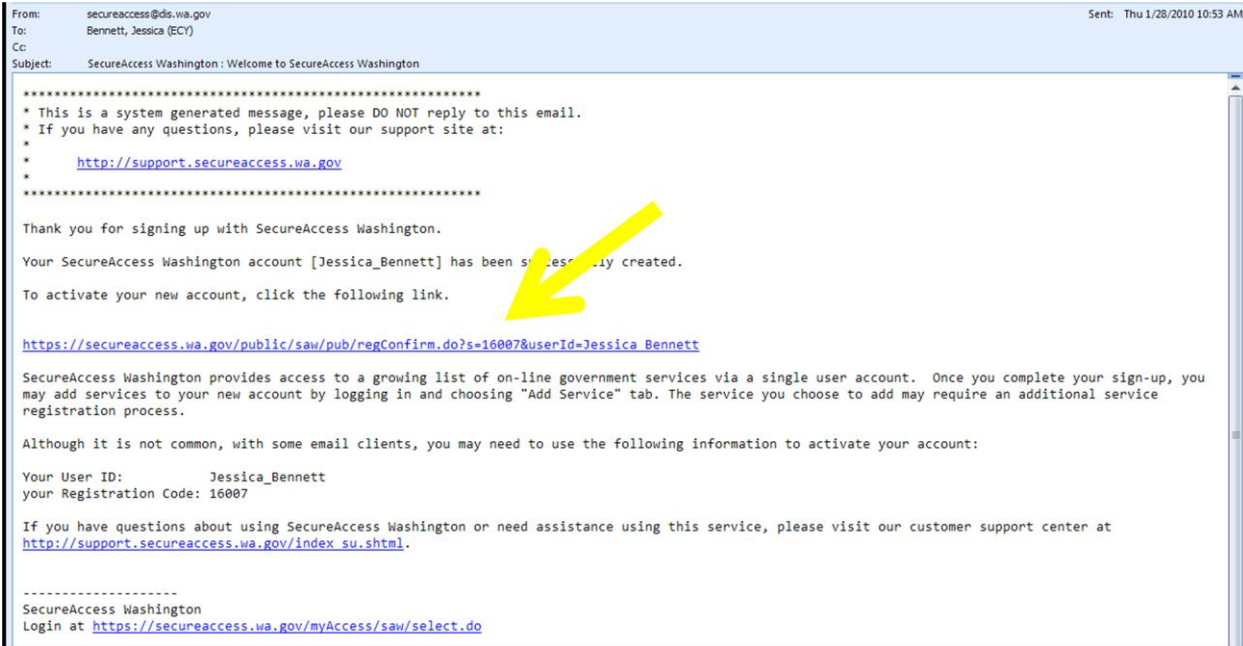
Submit

[Privacy Notice](#) [Help](#)


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7. Enter in the security code, if you are not sure about it – try the “Click here if you cannot read the code” link.

8. Go to your email and look for an email from secureaccess@dis.wa.gov and click on link to activate account.



9. Go back to the SAW page and log in with your new User ID and password.



1

2

3

4

5

6

Name & email address

Username & password

Review your information

Enter security check

Check your email

Login to your account

Your SecureAccess Washington account has been activated.
To continue the registration for available services, please login below.

Login to your SecureAccess Washington Account

User ID

Jessica_Bennett

Password

●●●●●●●●

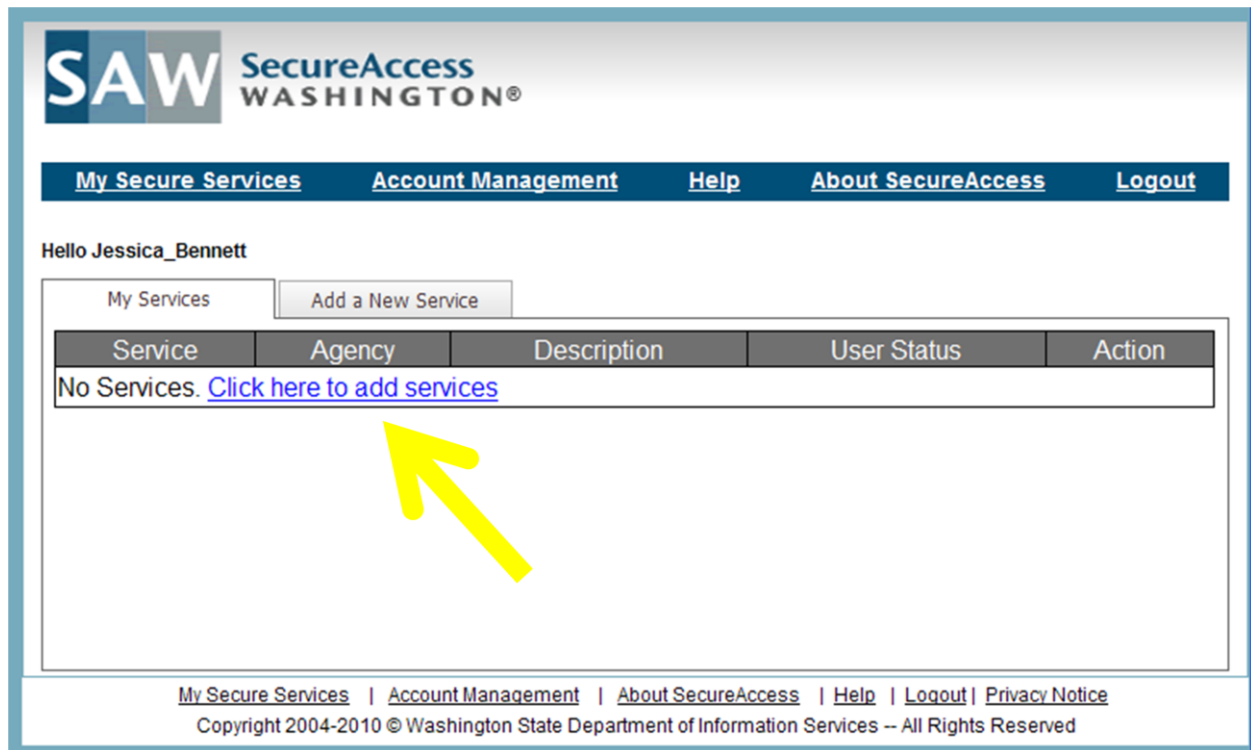
Login

[Forgot your User ID?](#)
[Forgot your password?](#)

[Privacy Notice](#) [Help](#)

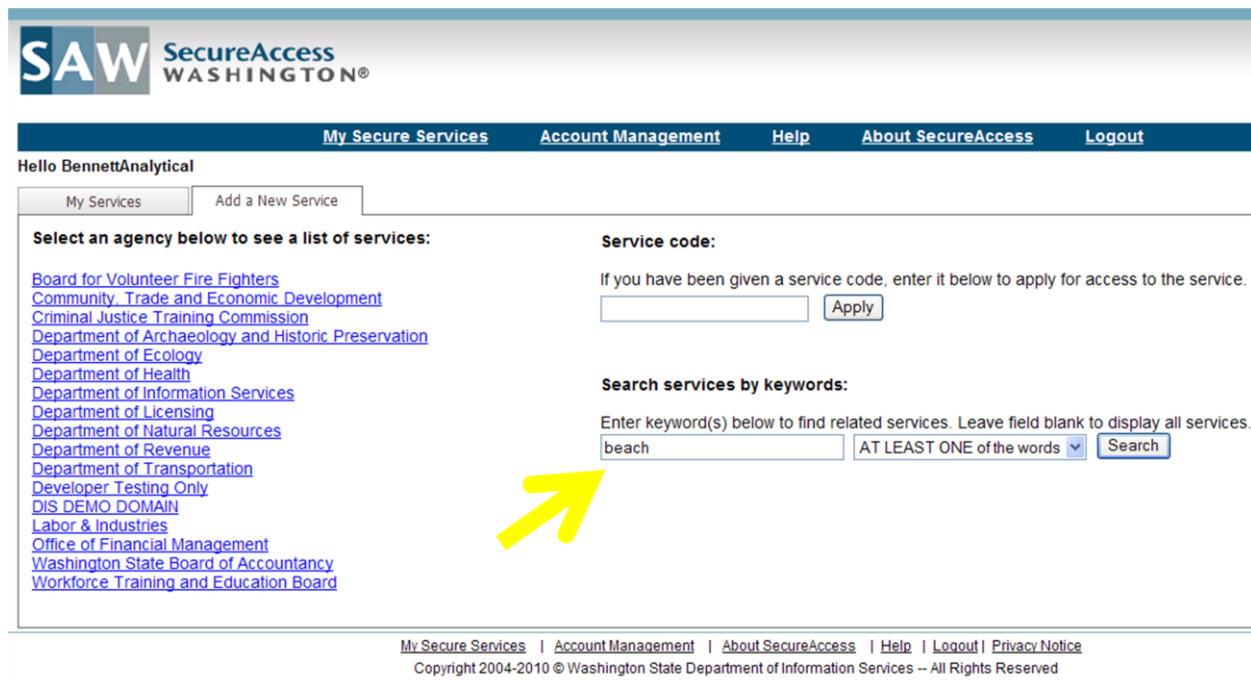
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10. Now that you are logged you can add a service.



The screenshot shows the SecureAccess WASHINGTON user interface. At the top, there is a navigation bar with links: [My Secure Services](#), [Account Management](#), [Help](#), [About SecureAccess](#), and [Logout](#). Below the navigation bar, the user is greeted with "Hello Jessica_Bennett". The main content area has two tabs: "My Services" and "Add a New Service". The "My Services" tab is active, displaying a table with columns: Service, Agency, Description, User Status, and Action. The table is currently empty, with the text "No Services. [Click here to add services](#)" displayed below the header. A large yellow arrow points to the "Click here to add services" link. At the bottom of the page, there is a footer with links: [My Secure Services](#), [Account Management](#), [About SecureAccess](#), [Help](#), [Logout](#), and [Privacy Notice](#), followed by the copyright notice: "Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved".

11. Search for services by keywords: "beach"



The screenshot shows the SecureAccess WASHINGTON user interface. At the top, there is a navigation bar with links: [My Secure Services](#), [Account Management](#), [Help](#), [About SecureAccess](#), and [Logout](#). Below the navigation bar, the user is greeted with "Hello BennettAnalytical". The main content area has two tabs: "My Services" and "Add a New Service". The "Add a New Service" tab is active, displaying a section titled "Select an agency below to see a list of services:". Below this title is a list of agency links: [Board for Volunteer Fire Fighters](#), [Community, Trade and Economic Development](#), [Criminal Justice Training Commission](#), [Department of Archaeology and Historic Preservation](#), [Department of Ecology](#), [Department of Health](#), [Department of Information Services](#), [Department of Licensing](#), [Department of Natural Resources](#), [Department of Revenue](#), [Department of Transportation](#), [Developer Testing Only](#), [DIS DEMO DOMAIN](#), [Labor & Industries](#), [Office of Financial Management](#), [Washington State Board of Accountancy](#), and [Workforce Training and Education Board](#). To the right of the agency list, there is a section titled "Service code:" with a text input field and an "Apply" button. Below this, there is a section titled "Search services by keywords:" with a text input field containing the word "beach", a dropdown menu set to "AT LEAST ONE of the words", and a "Search" button. A large yellow arrow points to the "Search" button. At the bottom of the page, there is a footer with links: [My Secure Services](#), [Account Management](#), [About SecureAccess](#), [Help](#), [Logout](#), and [Privacy Notice](#), followed by the copyright notice: "Copyright 2004-2010 © Washington State Department of Information Services -- All Rights Reserved".

SAW SecureAccess WASHINGTON®

[My Secure Services](#) [Account Management](#) [Help](#) [About SecureAccess](#) [Logout](#)

Hello BennettAnalytical

[My Services](#) [Add a New Service](#)

Service Search by Keyword

Enter keyword(s) below to find related services. Use spaces to separate multiple words. Leave field blank to display all services. Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

Service Search

Keywords AT LEAST ONE of the words Search Cancel

Action	Service	Agency	Description
apply	Beach Sampling Application	Department of Ecology	Beach Sampling Application Privacy Notice

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)

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12. Choose Apply for the Beach Sampling Application from the Department of Ecology.

SAW SecureAccess WASHINGTON®

[My Secure Services](#) [Account Management](#) [Help](#) [About SecureAccess](#) [Logout](#)

Hello BennettAnalytical

[My Services](#) [Add a New Service](#)

Service Registration Received

Thank you for registering with agency **Department of Ecology**'s service **Beach Sampling Application**. You will be notified by email of the approval or rejection of your service registration.

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)

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13. Yippee! You are done. An automatic email will be sent to the Jessicas notifying them that you have registered. Once you are approved you will be able to log in and enter data.